

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
“External Recruitment/Union”**

Position Title: Residential Appraiser
Position Number: 58108100
Division: Property Assessment
Region: Region 4A
Band/Salary: 4/\$12.21- \$13.57/hr DOQ
Status: Permanent/Full-time
City: Helena
Union: Yes
Supplement: No
Closing Date: November 29, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in both an office environment and out-of-doors. To perform successfully as a Residential Appraiser, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires math and computer skills and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. The ability to research, understand and apply the laws, rules, policies and procedures that govern the work of the Department of Revenue, as well as, the ability to make sound decisions and be accountable for them, is essential.

The duties of a residential appraiser include responding to taxpayer inquiries, contacting taxpayers to ensure compliance, and promoting education of the property tax process. Daily work involves the discovery and valuation of property and research and verification of residential sales information. This is accomplished by review of properties, homes, and accessory buildings and interacting with taxpayers. Other duties involve gathering and verifying data to assist in the appraisal valuation process and may include representing the department in appeal hearings or participating in the dispute resolution process. This position requires a valid driver's license and involves significant travel throughout the year.

The successful applicant will be required to satisfactorily complete the Department's on-the-job training and achieve Residential Appraiser Certification with the Department of Revenue within one year. We will give you all the tools you need to be successful!

If the successful applicant for this position does not meet the minimum qualifications (currently a Certified Department of Revenue Residential Appraiser or Licensed General Appraiser, or equivalent) a training assignment at one grade lower will be implemented. The training assignment will typically be for one year or until the training assignment requirements have been met, whichever comes first.

The education and experience for this position are typically acquired through high school graduation. Related work experience can be beneficial, but is not required.

The State offers its employees a great benefits package such as three weeks paid vacation, sick leave, full medical, dental and vision coverage along with life and disability insurances! This is a great career opportunity with a deferred compensation program and retirement benefits! The department offers additional training opportunities for all employees!

A typical average compensation package for an average salary of \$20,000/yr is:

Wages:	\$20,000.00
Benefits:	\$ 6,684.00
Retirement:	\$ 1,380.00

<u>Total Average Wage Package</u>	<u>\$28,064.00</u>
--	---------------------------

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. **Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be used. The training assignment will typically be for one year or until the training assignment requirements have been met.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Background Check: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation

showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.